

Field Order	Fieldname Description	Length	Data Field Specification and Requirements
1	Corporation/Diocese Number State-assigned public school corporation number or equivalent (e.g., Catholic diocese)	4	Data Type: Numeric Valid Range: 0000 through 9999 Required Field: Yes Message: Processing STOPS IF BLANK. This field MUST contain a valid Corporation or Diocese number. If the field does not contain valid data then processing for the entire file will be terminated and no data will be processed. Valid data for this field are listed above under the heading Valid Range.
2	School Number State-assigned school number.	4	Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9' EXAMPLE: Public = 0025 or Non-public = A235 Required Field: Yes Message: Processing STOPS IF BLANK. This field MUST contain a valid school number. Valid data for this field are listed above under the heading Valid Range. If the field does not contain valid data then processing for the entire file will be terminated and no data will be processed.
3	Official Student Test Number (STN)	9	Data Type: Alpha-Numeric Valid Range: 0-9 'A' through 'M' (non-public) and '0' (zero) through '9' Nine characters in length Required Field: Yes Message: Processing STOPS IF BLANK. This field MUST contain valid data.
4	Grade Level	2	Data Type: Numeric Valid Range: 03 through 13 Grade 3 = 03 Grade 4 = 04 Grade 5 = 05 Grade 6 = 06 Grade 7 = 07 Grade 8 = 08 Grade 9 = 09 Grade 10 = 10 Grade 11 = 11 Grade 12 = 12 Grade 12+ = 13 NOTE: Thirteen represents post high school (12+/Adult) Required Field: Yes Message: Processing STOPS IF BLANK. This field MUST contain valid data. Valid data for this field are listed above under the heading Valid Range. SPACE IS NOT VALID CODING. If the field does not contain valid data then processing for the entire file will be terminated and no data will be processed.
5	Teacher Name	30	Data Type: Alpha-Numeric Valid Range: 0 – 9, A – Z, ' (apostrophe), / (slash), - (hyphen) Space Required Field: No Message: WARNING IF BLANK. A warning message will appear if this field is left blank. This field is used for sorting purposes. If you have sorting requirements that involve using the Teacher Name then this field <u>MUST</u> contain the teacher name or equivalent. (Suggested format: LastName FirstName) (NOTE: No Comma allowed between names.) Otherwise, it will be ignored. Valid data for this field are listed above under the heading Valid Range.

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6	Student Last Name	25	<p>Data Type: Alpha Valid Range: A – Z, ' (apostrophe), / (slash), - (hyphen) Space Required Field: Yes</p> <p>Message: Processing STOPS IF BLANK. This field MUST contain valid data. Valid data for this field are listed above under the heading Valid Range. If it does not contain valid data then processing for the <u>entire file</u> will be terminated and no data will be processed.</p>
7	Student First Name	20	<p>Data Type: Alpha Valid Range: A – Z, ' (apostrophe), / (slash), - (hyphen) Space Required Field: Yes</p> <p>Message: Processing STOPS IF BLANK. This field MUST contain valid data. Valid data for this field are listed above under the heading Valid Range. If the field does not contain valid data then processing for the <u>entire file</u> will be terminated and no data will be processed.</p>
8	Student Middle Name/Middle Initial	15	<p>Data Type: Alpha Valid Range: A – Z Space = Not Coded Required Field: No</p> <p>Message: WARNING if out of bounds.</p>
9	<p>Corporation Student ID</p> <p>This field is for corporations that use a student ID for their own purposes.</p>	15	<p>Data Type: Alpha-Numeric Valid Range: 0-9, A – Z, Special Characters Up to fifteen digits or special characters in length Required Field: No</p> <p>Message: No message generated for this field. This field can remain blank. Left justify all data in this field.</p>
10	Gender	1	<p>Data Type: Alpha Valid Range: F = Female M = Male Space = Not Coded Required Field: Yes</p> <p>Message: Processing STOPS IF BLANK. This field MUST contain valid data. Valid data for this field are listed above under the heading Valid Range. If it does not contain valid data then processing for the <u>entire file</u> will be terminated and no data will be processed.</p>

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11	Birth Date	8	<p>Data Type: Alpha-Numeric MMDDYYYY where MM = Month, DD = Day, and YYYY = Year</p> <p>Valid Range: 01 <= MM <= 12 01 <= DD <= 31 1900 <= YYYY <= 2099</p> <p>Space Required Field: Yes</p> <p>Message: Processing STOPS IF BLANK. This field MUST contain valid data. Valid data for this field are listed above under the heading Valid Range. If it does not contain valid data then processing for the entire file will be terminated and no data will be processed. If this field is partially coded then it will be set to all space (MM, DD, and YYYY will all be set to space.)</p>
12	Ethnicity	1	<p>Data Type: Alpha-Numeric</p> <p>Valid Range: 1-6 1 = American Indian/Alaskan 2 = Black/Non-Hispanic 3 = Asian or Pacific Islander 4 = Hispanic 5 = White/Non-Hispanic 6 = Multiracial</p> <p>Space = Not Coded Required Field: Yes</p> <p>Message: WARNING IF BLANK or OUT OF BOUNDS.</p>
13	Special Education Does Student have an IEP?	1	<p>Data Type: Alpha-Numeric</p> <p>Valid Range: Y = Yes N = No</p> <p>Space = Not Coded Required Field: No</p> <p>Message: No message generated for this field. This field can remain blank.</p>
14	English/language arts accommodations	1	<p>Data Type: Alpha -Numeric</p> <p>Valid Range: Y = Yes N = No</p> <p>Space = Not Coded Required Field: No</p> <p>Message: No message generated for this field. This field can remain blank.</p>
15	Math accommodations	1	<p>Data Type: Alpha -Numeric</p> <p>Valid Range: Y = Yes N = No</p> <p>Space = Not Coded Required Field: No</p> <p>Message: No message generated for this field. This field can remain blank.</p>
16	Special Codes: R, S, and T Local Use/Optional	3	<p>Data Type: Alpha-Numeric</p> <p>Valid Range: 0-9,</p> <p>Space = Not Coded Required Field: No</p>

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			Message: No message generated for this field. This field can remain blank.
17	Exceptionality	2	Data Type: Alpha-Numeric Valid Range: 0 – 9, Space 01 = Multiple Disabilities 02 = Orthopedic Impairment 03 = Visual Impairment 04 = Hearing Impairment 05 = Emotional Disability (Full Time) 06 = Emotional disability (Other) 07 = Learning disability 09 = Communication disorder 10 = Mild Mental disability 11 = Moderate mental disability 12 = Severe mental disability 14 = Deaf-blind 15 = Autism spectrum disorder 16 = Traumatic brain injury 17 = Other health impairment Required Field: Yes, required for all special education students. Not required for non-special education students. Message: No message generated for this field. This field can remain blank for students not categorized as special education.
18	LEP Student Level	1	Data Type: Alpha-Numeric Valid Range: 5 = Level 5 4 = Level 4 3 = Level 3 2 = Level 2 1 = Level 1 Space = Not Coded Required Field: Yes, for LEP students. Not required for non-LEP students. Message: No message generated for this field. This field can be left blank for student not categorized as LEP.
19	SES Socio-economic Status	1	Data Type: Alpha-Numeric Valid Range: Y = Free or Reduced Lunch N = No Free or Reduced Lunch Space = Not Coded Required Field: Yes Message: WARNING IF BLANK.
20	Unassigned For designated use by schools	20	Data Type: Alpha-Numeric Valid Range: 0-9, A – Z Space = Not Coded Up to twenty characters in length Default value is space. Required Field: No Message: No message generated for this field. This field can remain blank.